AREA II
FACULTY

PARAMETERS

A. Academic Qualifications and Professional Experience

B. Recruitment, Selection and Orientation

C. Faculty Adequacy and Loading

D. Rank and Tenure

E. Faculty Development

F. Professional Performance and Scholarly Works

G. Salaries, Fringe Benefits and Incentives

H. Professionalism

Program : BACHELOR OF PUBLIC ADMINISTRATION (BPAd)

Level : 1ST SURVEY

SUC : UNIVERSITY OF SOUTHERN MINDANAO

Campus : KABACAN

Date of Actual Survey : OCTOBER 26-30, 2026

AREA II: FACULTY

The standard or quality of an institution or program is greatly measured by the qualifications of its faculty. In this light, the faculty should be composed of competent members in terms of academic qualifications, experience and professional expertise. In addition, they should manifest desirable personal qualities and high level of professionalism.

To be effective, faculty members should be properly compensated and taken care of. They must be given opportunities for continuous personal and professional development. A policy of fair and equitable distribution of teaching assignments and workload should be practiced. Likewise, objective and clear promotion criteria/scheme should be adopted by the Institution.

Criteria:

A. Academic Qualifications and Professional Experience

The faculty should have the appropriate academic preparation and experience relevant to the program. They must be holders of appropriate degrees. In case of any deficiency, they should possess relevant and/or compensatory qualifications. Moreover, they must be licensed (where applicable) if they are handling professional subjects. They must exhibit competence as evidenced by their professional license, performance evaluation, consultancy and scholarly works.

B. Recruitment, Selection and Orientation

Recruitment and selection of the faculty are among the important activities undertaken by an institution. Success in the implementation of an academic program depends to a great extent on the quality of the faculty.

The Institution should have an effective system of recruitment and selection of the most qualified faculty. The system may include the conduct of a psychological test, interview, demonstration teaching, etc. The process is a participative effort of the dean, chairperson, faculty representative/s, and other designated officials. New faculty members must be given orientation on the Institution's VMGO and policies as well as on their responsibilities and privileges.

C. Faculty Adequacy and Loading

The Institution should have an adequate number of faculty with the appropriate qualifications to handle the courses offered by a particular program. Teaching assignment/loading should be based on the major/minor fields of specialization of the faculty. Their workload should allow them time to prepare lessons, score papers and

other course requirements, advise students, conduct research and extension activities and perform other instruction-related activities and institutional service. If possible, the faculty should not be given more than three academic subject preparations.

D. Rank and Tenure

The Institution should implement a system of promotion in rank and salary based on existing policies and guidelines. Faculty members must be informed of the Institutional policies on probation, extension, renewal or termination of contract, promotion, and retirement.

E. Faculty Development

The Institution should have a well-funded Faculty Development Program. The program should include criteria for the selection of scholars/grantees, and opportunities/study privileges, research grants, training, etc., that are available. Faculty members should be encouraged to join professional organizations and to continuously upgrade their knowledge and competence by participating in in-service training activities such as seminars, conferences, workshops, etc.

F. Professional Performance and Scholarly Works

Teaching is the main function of the faculty and a performance evaluation system should be based on objective criteria. The faculty should also be involved in the dissemination of knowledge, innovations, and technologies in national and international fora and in the development of instructional materials such as modules, software, teach wares, multi-media devices, etc. Moreover, they are expected to render expert services and consultancies.

G. Salaries, Fringe Benefits and Incentives

The salary scale of the faculty follows the DBM Salary Standardization Scheme and the most recent government issuances on compensation. Fringe benefits of faculty members such as leave privileges and financial assistance should be embodied in the Institution's Code or Manual in consonance with CSC and other government policies and guidelines. Overloads are appropriately compensated. Outstanding performance (publication, reproduction, scholarly works, etc.) of faculty should be recognized and incentives be given correspondingly.

H. Professionalism

Professionalism should be practiced based on the SUC Code, the Civil Service Code of Ethical Standards for Government Officials and Employees (RA 6713), and the Code of Ethics for the Profession. Academic freedom should be judiciously exercised.

The following documents, additional information and exhibits will be useful in evaluating this Area, and should be made available, preferably at the Accreditation Center:

1. Board Resolutions on rank and tenure, and others that concern the faculty;
2. Bulletins/display boards where important legislations, memoranda, directives and circulars on fringe benefits are posted;
3. CMO and other pertinent policies and guidelines;
4. Class Records;
5. Class Schedule for the current semester and for the two (2) preceding semesters;
6. Code of Professional Ethics/R.A. 6713 and other pertinent CSC issuances;
7. Faculty Development Program;
8. Faculty Journal;
9. Faculty Manual;
10. Faculty Performance and Rating System;
11. Faculty Profile;
12. List of faculty and the training, seminars, and conferences they attended (indicate the date and place);
13. Merit System and Promotion Plan;
14. Minutes and attendance record of faculty meetings;
15. Minutes of meetings of the Selection Board;
16. Personnel records of disciplinary/administrative cases, if any;
17. Plantilla of Faculty;
18. Qualification Standards;
19. Records of termination cases, if any;
20. Samples of results of recruitment and selection process conducted showing the names of applicants; and
21. Issuances on Compensation, Fringe Benefits and Incentives.

AREA II: FACULTY

RATING SCALE						
NA	0	1	2	3	4	5
-	-	Poor	Fair	Satisfactory	Very Satisfactory	Excellent
Not Applicable	*Missing*	*Criterion is met minimally in some respects, but much improvement is needed to overcome weaknesses (75% lesser than the standards)*	*Criterion is met in most respects, but some improvement is needed to overcome weaknesses (50% lesser than the standards)*	*Criterion is met in all respects (100% compliance with the standards)*	*Criterion is fully met in all respects, at a level that demonstrates good practice (50% greater than the standards)*	*Criterion is fully met with substantial number of good practices, at a level that provides a model for others (75% greater than the standards)*

Indicators	Item Rating (IR)	System – Implementation – Outcome Mean (SIOM)	Parameter Mean (PM)
PARAMETER A: ACADEMIC QUALIFICATIONS AND PROFESSIONAL EXPERIENCE			
SYSTEM – INPUTS AND PROCESSES			
S.1. The required number of faculty have graduate degrees appropriate and relevant/allied to the Public Administration program.	4		
S.2. Other qualifications such as the following are considered:	4		
S.2.1. related professional experience;	4		
S.2.2. licensure, if applicable;			
S.2.3. specialization;	4		
S.2.4. technical skills and competence; and	4		
S.2.5. special abilities, computer literacy, research productivity.	4		
S.3. Faculty handling OJT/practicum courses have had at least three (3) years of teaching and industry-based experience in the field.	5		

Indicators	IR	SIOM	PM
S.4. At least 50% of the faculty have relevant graduate degrees.	4	4.25	
IMPLEMENTATION			
I.1. The faculty demonstrate professional competence and are engaged in any or a combination of the following:	2.83		
I.1.1. instruction;	5		
I.1.2. research;	2		
I.1.3. extension;	3		
I.1.4. production;	2		
I.1.5. consultancy and expert service; and	3		
I.1.6. publication, creative and scholarly works.	2		
I.2. Faculty pursue graduate degrees in Public Administration and/or allied fields from reputable institutions (with at least Level II accreditation status).	4	3.42	
OUTCOME/S			
O.1. The institution has qualified and competent faculty.	4	4.00	3.89
PARAMETER B: RECRUITMENT, SELECTION AND ORIENTATION			
SYSTEM – INPUTS AND PROCESSES			
S.1. There is an Institutional Human Resource Development Plan/Program designed for faculty recruitment.	4	4.00	

Indicators	IR	SIOM	PM
IMPLEMENTATION			
I.1. Recruitment and selection is processed by the Faculty Selection Board/Equivalent using the following criteria:	5		
Mandatory			
I.1.1. academic qualifications;	5		
I.1.2. personal qualities;	5		
I.1.3. communication skills;	5		
I.1.4. teaching ability;	5		
I.1.5. medical examination result;	5		
I.1.6. psychological examination result;	5		
Optional			
I.1.7. relevant professional experiences (if any);	5		
I.1.8. previous record of employment (if any);	5		
I.1.9. technical/special skills & abilities; and	5		
I.1.10. previous performance rating (if any).	5		
I.2. The hiring system adopts an open competitive selection, based on the CSC-approved Merit System of the Institution, published and well-disseminated through various means of communication:	5		
I.2.1. print media(newspaper, fliers, CSC Bulletin of vacant positions);	5		
I.2.2. broadcast media (TV, radio);	5		
I.2.3. website;	5		
I.2.4. bulletin boards; and	5		
I.2.5. others (please specify)_____.			

Indicators	IR	SIOM	PM
I.3. A Screening Committee selects and recommends the best and most qualified applicant.	5		
I.4. Measures to avoid professional in-breeding are observed.	4		
I.5. The Institution conducts orientation for newly-hired faculty on its institutional vision and mission, CSC, PRC, DBM, and administration policies on their duties, responsibilities, benefits and other academic concerns.	5	4.80	

OUTCOME/S			
O.1. The most qualified faculty are selected.	5	5.00	4.60

PARAMETER C: FACULTY ADEQUACY AND LOADING			
SYSTEM – INPUTS AND PROCESSES			
S.1. Faculty-student ratio is in accordance with the program requirements and standards as follows:	4		
S.1.1. lecture (1:40), *maximum of 1:50; and*	5		
S.1.2. laboratory (1:25), *maximum of 1:30.*	3		
S.2. There is a provision for incentives of overload teaching in accordance with the CMO of the program and/or institutional guidelines.	5		
S.3. There are full-time faculty classified by rank, subject/ specialization.	5		
S.4. Faculty schedule has time for preparation of lessons, scoring of test papers, record-keeping, class evaluation and other instruction-related activities.	5		
S.5. Workload Guidelines contain sufficient time for teaching and/or research, extension, production and other assigned tasks.	5		

Indicators	IR	SIOM	PM
S.6. There is equitable, measurable and fair distribution of teaching load and other assignments.	5	4.83	
IMPLEMENTATION			
I.1. The maximum total load is assigned to regular full-time faculty in accordance to the CMO of the program and institutional guidelines.	5		
I.2. A Faculty Manual is published formalizing faculty policies, standards and guidelines.	3		
I.3. Professional subjects are handled by specialists in the discipline	5		
I.4. The faculty are assigned to teach their major/minor fields of specialization for a maximum of four (4) different preparations within a semester.	4		
I.5. Administrative arrangements are adopted when vacancies/leaves of absence occur during the term.	5		
I.6. No less than 60% of the subjects offered in the Public Administration program are handled by full-time faculty.	5		
I.7. Teaching schedule does not allow more than six (6) - hour continuous teaching.	5		
I.8. Administrative, research and/or professional assignment outside of regular teaching are given credit.	5		
I.9. Consultation, tutorial, remedial classes, expert services, and other instruction-related activities are given credit in consonance with faculty workload guidelines.	4		
I.10. Workload assignments and number of preparations follow existing workload guidelines.	5	4.60	
OUTCOME/S			
O.1. The faculty are efficient and effective, with sufficient time for instruction, research, extension, and other assigned tasks.	5	5.00	4.81

Indicators	IR	SIOM	PM
PARAMETER D: RANK AND TENURE			
SYSTEM – INPUTS AND PROCESSES			
S.1. The institution has a system of promotion in rank and tenure based on official issuances	5		
S.2. The institution has a policy on temporary status of employment.	5		
S.3. At least 50% of the full-time faculty teaching the professional courses are permanent/regular.	5	5.00	
IMPLEMENTATION			
I.1. The institution implements the system of promotion in rank and salary based on existing policies and issuances (e.g. NBC 461).	5		
I.2. Retirement, separation or termination benefits are implemented in accordance with institutional and government (CSC, GSIS/DBM) policies and guidelines.	5		
I.3. The faculty are officially informed of their rank and tenure after evaluation of the credentials and performance.	5		
I.4. The faculty concerned are officially informed of the extension, renewal, or termination of their appointments.	5		
I.5. The institution implements a CSC-approved Strategic Performance and Management System (SPMS) which emphasizes quality teaching performance, research, creative work, extension and production services.	5		
I.6. The probationary period or temporary status is required before a permanent status is granted to the faculty in accordance with Civil Service and institutional policies and guidelines.	5	5.00	
OUTCOME/S			
O.1. The faculty are satisfied with their rank and employment status.	4	4.00	4.67

Indicators	IR	SIOM	PM
PARAMETER E: FACULTY DEVELOPMENT			
SYSTEM -- INPUTS AND PROCESSES			
S.1. The institution has an approved and sustainable Faculty Development Program.	4		
S.2. There are policies on faculty academic recognition and grant of scholarships/ fellowships and awards.	4		
S.3. Every faculty member is at least an active membership one professional/scientific organization or honor society relevant to his/her assignment and field of specialization.	4		
S.4. The budget allocation for faculty development is adequate.	3		
		3.75	

IMPLEMENTATION			
I.1. The Institution implements a sustainable Faculty Development Program based on identified priorities/needs and in accordance with the CMO of the program.	4		
I.2. The Institution supports the professional growth of the faculty through attendance in educational lectures, symposia, seminars, workshops, conferences and other forms of training.	3		
I.3. The institution conducts in-service training activities regularly at least once per term.	3		
I.4. Selection of deserving faculty to be granted scholarships, fellowships, seminars, conferences and/or training grants is done objectively.	5		
I.5. The budget allocated for faculty development is adequate.	5		
I.6. The budget allocated for faculty development is wisely utilized.	3		
I.7. The Faculty Development Program is implemented with the following provisions:	4		
I.7.1. adequate and qualified supervision of faculty;	4		

Indicators	IR	SIOM	PM
I.7.2. scholarships, sabbatical leaves, and travel grants; 4			
I.7.3. financial support for active membership in professional organizations; 4			
I.7.4. deloading to finish the faculty's thesis/dissertation; 4			
I.7.5. attendance in continuing professional education (CPE) programs such as seminars, workshops, conferences, in-service training courses; 4			
I.7.6. conducting research related to the program 4			
I.7.7. publishing scholarly articles and research outputs; and 4			
I.7.8. production of instructional materials(IMs). 4			
I.8. Opportunities for the faculty to attend/participate in capability-building and enhancing activities are fairly distributed.	4		
I.9. Tuition fee privilege and other forms of assistance are utilized by faculty pursuing advanced(master's and/or docotoral) degrees.	4		
I.10. Faculty are given incentives for book writing, manuals, handbooks, compilations and instructional materials and keep up with new knowledge and techniques in the field of specialization.	4	3.90	
OUTCOME/S			
O.1. The faculty are well-trained and competent to serve the institution.	4		
O.2. The faculty are committed to serve and support the programs and projects of the institution.	4	4.00	3.88
PARAMETER F: PROFESSIONAL PERFORMANCE AND SCHOLARLY WORKS			
SYSTEM – INPUTS AND PROCESSES			
S.1. There is a system of evaluating the faculty on the following:	4		

Indicators		IR	SIOM	PM
S.1.1. professional performance; and	4		4.00	
S.1.2. scholarly works.	4			

IMPLEMENTATION				
The Faculty				
I.1. demonstrate skills and competencies in all of the following:		4		
I.1.1. knowledge of the program objectives/outcome(s);	4			
I.1.2. reflecting clearly the program outcomes in the course objectives;	4			
I.1.3. knowledge and mastery of the content, issues and methodologies in the discipline;	4			
I.1.4. proficiency in the use of the language of instruction;	4			
I.1.5. the use of higher order thinking skills such as analytical, critical, creative and innovative and problem solving;	4			
I.1.6. innovativeness and resourcefulness in the different instructional processes; and	4			
I.1.7. integration of values and work ethic in the teaching-learning process.	4			
I.1.8. integration of Gender and Development(GAD) activities.	4			
I.2. promptly submit the required reports and other academic outputs.		3		
I.3. update lecture notes through an interface of relevant research findings and new knowledge.		4		
I.4. serve as resource person/lecturer/consultant in the field of Public Administration		4		
I.5. present papers in local/regional/national and/or international fora.		2		

Indicators	IR	SIOM	PM
I.6. publish papers in regional, national and international magazines and journals.	2		
I.7. conduct research and publish outputs in refereed journals of national and international circulation.	3		
I.8. conduct outreach activities and extension services	3		
I.9. regularly update respective course syllabi.	4		
I.10. utilize ICT resources in the enhancement of the teaching-learning process.	4		
I.11. produce instructional materials, e.g., workbooks, manuals, modules, audio-visual aids, etc. to facilitate teaching and learning.	3	3.27	

OUTCOME/S			
O.1. The faculty performance is generally satisfactory.	4		
O.2. The scholarly works of the faculty are commendable.	2	3.00	
			3.42

PARAMETER G: SALARIES, FRINGE BENEFITS, AND INCENTIVES			
SYSTEM – INPUTS AND PROCESSES			
S.1. The institution has a system of compensation and rewards to its faculty and staff.	5	5.00	

IMPLEMENTATION			
I.1. The following fringe benefits are granted:	5		
I.1.1. maternity leave/paternity leave with pay;	5		
I.1.2. sick leave;	5		

Indicators		IR	SIOM	PM
I.1.3. study leave (with or without pay);	5			
I.1.4. vacation leave;	5			
I.1.5. tuition fee discount for faculty dependents;	5			
I.1.6. clothing/uniform allowance;	5			
I.1.7. performance based bonus(PBB);	5			
I.1.8. anniversary bonus;	5			
I.1.9. honoraria/ incentive for conducting research or for the production of scholarly works;	5			
I.1.10. housing privilege(optional);	5			
I.1.11. sabbatical leave;	5			
I.1.12. compensatory leave credit;	5			
I.1.13. deloading to finish thesis/dissertation;	5			
I.1.14. thesis/dissertation aid; and	5			
I.1.15. others(please specify) _____.				
I.2. Policies on salaries, benefits and other privileges are disseminated to the faculty.		5		
I.3. Salaries are regularly and promptly paid.		5		
I.4. Teaching assignments beyond the regular load are compensated (e.g., overload pay, service credits, etc.)		5		
I.5. Faculty who are actually involved in the production of scholarly materials are given credits for their work.		5		
I.6. Faculty with outstanding performance are given recognition/awards and incentives.		5	5.00	

Indicators	IR	SIOM	PM
OUTCOME/S			
O.1. The faculty are satisfied with their compensation and rewards.	5	5.00	5.00
PARAMETER H: PROFESSIONALISM			
SYSTEM – INPUTS AND PROCESSES			
S.1. There is an approved SUC Code and SUC Faculty Manual that define the policies, guidelines, rules and regulations affecting the faculty.	5	5.00	
IMPLEMENTATION			
The faculty			
I.1. responsibly observe the following:	4		
I.1.1. regular and prompt attendance to classes;	4		
I.1.2. participation in faculty meetings and college/university activities;	4		
I.1.3. completion of assigned tasks on time;	4		
I.1.4. submission of all required reports promptly; and	4		
I.1.5. decorum at all times.	4		
I.2. follow the Code of Ethics of the Profession, the Code of Ethical Standards for Government Officials and Employees (RA 6713).	5		
I.3. exercise academic freedom judiciously.	5		
I.4. show commitment and loyalty to the Institution as evidenced by:	4		
I.4.1. observance of official time;	4		
I.4.2. productive use of official time;	4		

Indicators	IR	SIOM	PM
I.4.3. performance of other tasks and assignments, with or without compensation; and	4		
I.4.4. compliance with terms of agreement/contracts (e.g., scholarship and training).	4		
I.5. maintain harmonious interpersonal relations with superiors, peers, students, parents, and the community.	5		
I.6. demonstrate knowledge of recent educational trends/ issues/ resources in the field of Public Administration.	3		
I.7. show evidence of professional growth through further and continuing studies.	4		
I.8. engage in practices which enable the faculty to demonstrate harmonious interpersonal relations with the students, parents and the community.	4	4.25	

OUTCOME/S			
O.1. The corps of faculty manifests a commendable level of professionalism.	4	4.00	4.42
		Area Mean:	4.34

SUMMARY OF RATINGS

AREA II: FACULTY

	Parameters	Numerical Rating	Descriptive Rating
A	ACADEMIC QUALIFICATIONS AND PROFESSIONAL EXPERIENCE	3.89	
B	RECRUITMENT, SELECTION AND ORIENTATION	4.60	
C	FACULTY ADEQUACY AND LOADING	4.81	
D	RANK AND TENURE	4.67	
E	FACULTY DEVELOPMENT	3.88	
F	PROFESSIONAL PERFORMANCE AND SCHOLARLY WORKS	3.42	
G	SALARIES, FRINGE BENEFITS, AND INCENTIVES	5.00	
H	PROFESSIONALISM	4.42	
	Total:	34.69	
	Mean:	4.34	

LEAD ACCREDITOR/S: